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**EXECUTIVE BOARD MEETING MINUTES**

**Friday, October 11th, 2019- 11:45 pm – 1:15 pm**

**Room 217B, Meeting Room Level, Henry B. Gonzales Convention Center**

**I. Call to Order, Roll Call, and Introduction of Guests**

Attend: Thomas Jefferson, Peter Lifari, Julie Brewen, Janice Kimball, Phillip Bernal, Lori Pacheco, Zachary Guerin, Duane Hopkins, Dianne Hovdestad, Matt Pike, Don May, Jill Elliott, Revonda Stordahl, Chad Wight, Ismael Guerrero, Tami Fischer, Lori Rosendahl, Clarisa Hogart, Sherry Scudder, April Thompson, David Martens.

Guests: Dana Miller Unison Housing Partners, Karen Moore and Katrina Wilke, Fargo Housing, Robert Vernon, Provo City HA.

**QUORUM ACHIEVED.**

**II. Approval of Minutes from July 12, 2019- Boston, MA.**

April Thompson motioned and Peter LiFari seconded a motion to approve the minutes. All in favor.

**III. President’s Report-** Duane Hopkins announced that Sylvia Bowen from NAHRO would be joining the meeting to explain the RSO Advantage Program which represents an option to help find a replacement Service Officer for Dave Martens, who will be retiring at the end of the year.

Sylvia Bowen- Sylvia explained that the NAHRO Advantage Program offers regions the opportunity to use NAHRO to hire and manage Service Officers. One option is to only use NAHRO to help with the hiring and then let the region manage them directly, as is our current process. The other option is to have NAHRO help with the hire and also manage the hire as an employee of NAHRO. Sylvia described the features of this second option and indicated that three other regions are currently using the program: MARC, PSWRC, and PNRC. The Scope of Services includes producing conferences, organizing our trade show, handling meetings, finance, website and newsletters. Basically, all the current services handled by the Regional Director. The region would negotiate an arrangement with NAHRO and pay NAHRO a monthly fee to manage the RSO.

After discussion, **Julie Brewen motioned** that incoming President Peter LiiFari be charged with forming a committee to engage NAHRO to start the search process as well as considering other hiring options. April Thompson seconded the motion and all were in favor.

**IV. Treasurer’s Report –** Dave Martens presented on behalf of Scott Farnes who was absent.

1. **2018 Audit Report**- a full audit has been completed by Anderson Bradshaw CPAs which concluded that everything is in good order. There were a few recommendations contained in the “Letter to Management” related to how we post interest income and track scholarship funds. Audit materials were sent out to Board members for review. Janice Kimball motioned to approve the 2018 audit, Don May seconded the motion and all were in favor.
2. **YTD Financial Report**- Dave reported that the current balance sheet through September 30 indicates a cash balance of $50,384. Total year to date income is $39,229 against expenses of $44,531 for a net year to date loss of $4,429. Net income from the 2019 Billings conference was $12,951 and 50% of this amount was sent to Montana NAHRO in compliance with our profit-sharing arrangement. MPNAHRO’s net income from the conference was $6,475.
3. **2020 Draft Budget**- Dave Martens presented a 2020 draft budget for consideration. The budget calls for a net loss of $7,271.92. Revonda Stordahl motioned for adoption of the budget and Sherry Scudder seconded the motion. The was discussion expressing concern about adopting a deficit budget. Ismael Guerrero made a friendly amendment to revise the budget to include enough income drawn from reserves to zero out the projected income loss. Duane Hopkins seconded the motion and all were in favor.

**V. Old Business**

1. **Montana Conference Recap-** See Treasurer’s Report Item B for revenue recap.
2. **2020 Regional Conference-** A contract has been executed with the Sheraton Park City for June 17-19.

The 2020 Conference Planning committee will hold its first meeting on Wednesday, October 23.

1. **NAHRO Merit Educational Scholarship**- Dave Martens reported that he was working with incoming Member Service VP, Zach Guerin, to put together a program and application for 2020.
2. **Strategic Planning Committee Reports**:
3. Conference- Lori Pacheco summarized the work her committee had done since the planning retreat in February. A copy of this report has been sent to all Board members. One of the points of discussion was the three-year rotation recommendation which includes Colorado, Utah and Montana. Peter LiFari expressed concern that we were not making enough money on the Montana conference and asked if we could negotiate a better deal with the Montana Housing Partnership. Dave indicated that the profit sharing was based on the percentage of registrations and sponsor revenue we brought in and that he didn’t think it could be negotiated.

**Janice Kimball motioned** that we accept the committee’s recommendation for a three-state conference rotation vetted against revenue and what is best for the states. All were in favor.
4. Peer to Peer- Penny Hannegan absent but she submitted a written report that has been distributed to Board members.
5. Advocacy- Don May reported on national Legislative activity and mentioned that the national letter campaign was a great success with 8,500 letters sent against a goal of 4,000. The Mountain Plains region contributed 400 letters and needs to improve. Don also mentioned that we may be operating under a continuing resolution for the foreseeable future and possibly the whole fiscal year.

**VI. New Business
 A. Travel Scholarship Request-** Don May raised the issue of a $1,000 travel scholarship for Tami Fischer (who had to leave the meeting to catch her flight) to attend the World Urban Forum meeting in Abu Dhabi in 2020. It was pointed out that the MPRC Board had awarded these types of scholarships in the past.

Lori Rosendahl motion to approve a $1,000 travel scholarship for Tami Fischer to attend the 2020 World Urban Forum meeting. Diane Hovdestad seconded the motion. During discussion, Janice Kimball initially raised a concern about issuing travel scholarships given our deficit budget situation. She also suggested that an amendment to the budget would be required since we do not have a line item included for the travel scholarship. Matt Pike opposed the motion and said that there were other, better conferences that were more aligned with NAHRO’s International Committee goals. Julie Brewen suggested that we wait to see what the IRGE committee priorities are before providing funding.

Betsey Martens made a motion to table the original motion until more information is available from IRGE. Ismael Guerrero seconded the motion and all were in favor except Lori Rosendahl who opposed the amended motion.

Julie Brewen suggested that we do more research and come up with a travel scholarship program going forward.

 **VIII. Next Meeting**- Annual Planning Retreat in February, 2020. Date, time and place TBA.

**IX. Adjournment –**The meeting adjourned at 1:36 pm.